

AMENDMENT TO THE CHARTER OF THE
HEALTH SERVICES RESEARCH INITIAL REVIEW GROUP
(Formerly Health Services Research and
Developmental Grants Review Committee)

STRUCTURE

Members, the Chair, and the Chairs of the Subcommittees (Health Systems Research, Health Care Quality and Effectiveness Research, Health Care Technology and Decision Sciences, Health Research Dissemination and Implementation, and Health Care Research Training) shall be selected by the Administrator, AHCPR, or designee, from authorities knowledgeable in the various disciplines and fields relating to the various disciplines and fields described in the FUNCTION section.

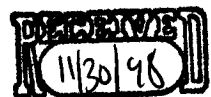
Members shall be invited to serve for overlapping terms of up to four years; the term for a member who is to serve as Chair may include a fifth year.

As necessary, standing and ad hoc Subcommittees of the Initial Review Group, composed of members from the parent committee, may be established to perform specific functions within the Initial Review Group's jurisdiction. The Department Committee Management Officer shall be notified upon establishment of each standing subcommittee and shall be provided information on its name, membership, function, and estimated frequency of meetings.

The Chair of a Subcommittee may be designated as Chair for the Initial Review Group as a whole. Upon approval by the Subcommittee Chair, the advice of the Subcommittee shall be considered the advice of the Initial Review Group.

A member of one Subcommittee may serve as a voting member of other Subcommittees when his/her expertise is required and shall be counted in determining the presence of a quorum.

The permanent membership of the Initial Review Group may be supplemented at any meeting through temporary members who, because of their scientific expertise, are appointed to review some or all of the applications considered at that meeting. Notification to the prospective temporary member from the Designated Federal Official that the individual is to attend the meeting shall constitute a temporary appointment to the committee for purposes of that meeting, and the individual shall have all the rights and obligations of committee membership at that meeting, including the right to vote on recommendations in which the individual fully participated as a reviewer. Temporary members will be included in the tracking of reviewers with respect to geographical distribution and ethnic and gender representation to ensure that appropriate balance of members'



perspectives may be maintained. Temporary members shall not count toward a quorum.

Management and support services shall be provided by the Office of Research Review, Education, and Policy (ORREP), AHCPR.

MEETINGS

The full Initial Review Group shall meet in plenary session, as necessary, as called by the Chair, with advance approval of a government official, who shall approve the agenda. Meetings of the Subcommittees will be held approximately three times per year at the call of the Chair, with the advance approval of a Government official who shall also approve the agenda. A Government official shall be present at all meetings of the Initial Review Group and of the Subcommittees.

Meetings shall be conducted and records of the proceedings kept as required by applicable laws and Departmental policies.

Meetings of the Committee and of the Subcommittees shall be open to the public except as otherwise determined by the Administrator. Notice of all meetings shall be given to the public.

At scheduled meetings of the Subcommittees or the Committee as a whole one half plus one of the appointed members shall constitute a quorum to conduct official business.

No member may be present during that portion of the meeting during which a grant application from his/her own institution is being considered.

COMPENSATION

Members shall be paid at the rate of \$150 per day, plus per diem and travel expenses in accordance with Standard Government Travel Regulations. Members who are officers or employees of the United States shall not receive compensation for service on the Initial Review Group.

ANNUAL COST ESTIMATE

The estimated annual cost for operating the Initial Review Group, including compensation and travel expenses for members but excluding staff support is \$415,000.

The estimate of annual person-years of staff support required is ten (10) at an estimated annual cost of \$680,000.

ESTABLISHMENT DATE

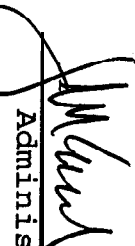
, June 15, 1990

TERMINATION DATE

Continuing

APPROVED

11/2/92
Date


Administrator, AH

AMENDED CHARTER .

HEALTH SERVICES RESEARCH INITIAL REVIEW GROUP (formerly Health Services Research and Developmental Grants Review Committee) .

PURPOSE

The Administrator, Agency for Health Care Policy and Research (AHCPR), is charged under Section 902 of the Public Health Service Act (42 USC 299-299c-6) with the responsibility to support research, demonstration projects, evaluations, training, and the dissemination of information on health care services and on systems for the delivery of such services. For providing training grants in the field of health services research related to activities authorized in Section 902, the Administrator is authorized to include pre- and postdoctoral fellowships and training programs, young investigator awards, and other programs and activities as appropriate.

The Health Services Research Initial Review Group (Initial Review Group) reviews applications -for grants and cooperative agreements for research relating to the scientific areas relevant to increasing scientific knowledge and solutions needed to improve health care quality and effectiveness, enhancing patient and clinical decisionmaking, understanding the nature and content of clinical practice, and promoting efficiency in the organization of public and private systems of health care delivery.

AUTHORITY

42 USC 299c-1 Section 922 of PHS Act as amended, requiring establishment of peer review groups. The Initial Review Group is governed by the provisions of the Federal Advisory Committee Act, as amended (5 U.S.C., Appendix 2) which sets forth standards for the formation and use of advisory committees.

FUNCTION

The Initial Review Group shall advise the Administrator, Agency for Health Care Policy and Research, on the scientific and technical merit of applications for grants-in-aid for research, research training, or research-related grants and cooperative agreements relating to scientific areas relevant to the broad areas of health services research, specifically problems of cost, quality, and access in the delivery of health services; the dissemination and implementation of research findings, particularly issues with close relevance to health care policy

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Health Services Research Initial Review Group

makers, providers, and consumers; technology assessment, the information sciences, decision sciences, communications technology, and bioengineering as applied in the health context; and the outcomes of clinical trials or other experiments and demonstrations designed to test more cost-effective or efficient ways of providing health services.

The members shall survey, as scientific leaders, the status of research and research training in their fields.

As necessary, the Initial Review Group and Subcommittees shall be able to call upon special consultants; assemble ad hoc working groups; and convene conferences, workshops, or other activities.

STRUCTURE

Members, the Chair, and the Chairs of the Subcommittees (Health Systems Research, Health Care Quality and Effectiveness Research, Health Care Technology and Decision Sciences, and Health Research Dissemination and Implementation) shall be selected by the Administrator, AHCPR, or designee, from authorities knowledgeable in the various disciplines and fields relating to the various disciplines and fields described in the **FUNCTION** section.

Members shall be invited to serve for overlapping terms of up to four years; the term for a member who is to serve as Chair may include a fifth year.

As necessary, standing and ad hoc Subcommittees of the Initial Review Group, composed of members from the parent committee, may be established to perform specific functions within the Initial Review Group's jurisdiction. The Department Committee Management Officer shall be notified upon establishment of each standing subcommittee and shall be provided information on its name, membership, function, and estimated frequency of meetings.

The Chair of a Subcommittee may be designated as Chair for the Initial Review Group as a whole. Upon approval by the Subcommittee Chair, the advice of the Subcommittee shall be considered the advice of the Initial Review Group.

A member of one Subcommittee may serve as a voting member of other Subcommittees when his/her expertise is required and shall be counted in determining the presence of a quorum.

The permanent membership of the Initial Review Group may be supplemented at any meeting through temporary members who, because of their scientific expertise, are appointed to review

Health Services Research Initial Review Group

some or all of the **applications considered at** that meeting. Notification to the prospective-temporary member from the Designated Federal Official that the individual is to attend the meeting shall constitute a temporary appointment to the committee for purposes of that meeting, and the individual shall have all the rights and obligations of committee membership at that meeting, including the right to vote on recommendations in which the individual fully participated as a reviewer. Temporary members will be included in the tracking of reviewers with respect to geographical distribution and ethnic and gender representation to ensure that appropriate balance of members' perspectives may be maintained. Temporary members shall not count toward a quorum.

Management and support services shall be provided by the Office of Scientific Affairs, AHCPR.

MEETINGS

The full Initial Review Group shall meet in plenary session, as necessary, as called by the Chair, with advance approval of a government official, who shall approve the agenda. Meetings of the Subcommittees will be held approximately three times per year at the call of the Chair, with the advance approval of a Government official who shall also approve the agenda. A Government official shall be present at all meetings of the Initial Review Group and of the Subcommittees.

Meetings shall be conducted and records of the proceedings kept as required by applicable laws and Departmental policies.

Meetings of the Committee and of the Subcommittees shall be open to the public except as otherwise determined by the Administrator. Notice of all meetings shall be given to the public.

At scheduled meetings of the Subcommittees or the Committee as a whole one half plus one of the appointed members shall constitute a quorum to conduct official business.

No member may be present during that portion of the meeting during which a grant application from his/her own institution is being considered.

COMPENSATION

Members shall be paid at the rate of \$150 per day, plus per diem and travel expenses in accordance with Standard Government Travel

Health Services Research Initial Review Group

Regulations. Members who are officers or employees of the United States shall not receive compensation for service on the Initial ReviewGroup.

ANNUAL COST ESTIMATE .

The estimated annual cost for operating the Initial Review Group, including compensation and travel expenses for members but excluding staff support is \$332,000.

The estimate of annual person-years of staff support required is nine (9) at an estimated annual cost of \$612,000.

REPORTS

In the event a portion of a meeting is closed to the public, a report shall be prepared which shall contain as a minimum, a list of members and their business addresses, the committee's functions, dates, and places of meetings, and a summary of committee activities and recommendations made during the fiscal year. A copy of the report shall be provided to the Department Committee Management Officer.

ESTABLISHMENT DATE

June 15, 1990

TERMINATION DATE

Continuing

APPROVED

9/30/91

Date



Administrator, AHCPR

CHARTER

HEALTH SERVICES RESEARCH AND DEVELOPMENTAL GRANTS REVIEW COMMITTEE

PURPOSE

The Secretary and, by delegation, the Assistant Secretary for Health are charged under 42 USC 242b and 242c, Sections 304 and 305 of the Public Health Service Act, as amended, with the responsibility of awarding research, evaluation, and demonstration grants. The purpose of the Committee is to provide peer review of the grant applications submitted to the Agency for Health Care Policy and Research in accordance with statutory requirements and to advise the Administrator about potential areas for additional study.

AUTHORITY

42 USC 299c-1, Section 922 of the Public Health Service Act, as amended by Pub. L. 101-239. The Committee is governed by provisions of Public Law 92-463 which sets forth standards for the formation and use of advisory committees.

FUNCTION

The Health Services Research and Developmental Grants Review Committee shall advise the Secretary and make recommendations to the Administrator, Agency for Health Care Policy and Research, concerning the scientific and technical merit of health services research grant applications.

Grant applications considered by two Subcommittees of this Committee fall into two general types. One type of application involves primarily analysis and the use of statistical, economic, and other theoretical approaches to examine problems associated with the delivery of health services. The other type of application involves the analysis of data that derive from both large- and small-scale experiments and demonstrations which are designed to test more cost-effective or efficient ways to provide health services.

STRUCTURE

The Committee shall consist of forty members, including the Chair, who are not officers or regular full-time employees of the Federal Government. The Chair and the members shall be appointed by the Secretary, or designee, from authorities knowledgeable in fields of research pertaining to the planning, organization, and evaluation of health services including such disciplines as biostatistics, economics, epidemiology, health and medical administration, hospital administration, nursing, operations research and systems analysis, political science, sociology, psychology, medicine and computer science.

Two Subcommittees, composed solely of members of the parent Committee, with at least twenty members each shall provide on behalf of the Committee scientific and technical review of the two types of research grant proposals for which the Committee is responsible. A Chair and members for each Subcommittee shall be appointed by the Secretary or designee.

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Members shall be invited to serve for overlapping four-year terms. Members may serve after the expiration of their terms until their successors have taken office.

Management and support services shall be provided by the Review and Advisory Services Program, Agency for Health Care Policy and Research.

MEETINGS

Meetings of the Committee shall be held at the call of the Chair, as determined to be necessary by a Government official, who shall also approve the agenda. A Government official shall be present at all meetings of the Committee.

Each Subcommittee shall meet at least three times a year at the call of its Chair, with the advance approval of a Government official, who shall also approve the agenda. A Government official shall be present at all Subcommittee meetings. Both Subcommittees shall report their findings to the Committee.

Meetings of the Committee and of the Subcommittees shall be open to the public except as determined otherwise by the Secretary. Notice of all meetings shall be given to the public.

Of the voting members of the Subcommittees, seven shall constitute a quorum for a special meeting to accommodate specifically-announced program solicitations for research grant proposals. At other scheduled meetings of the Subcommittees, or the Committee as a whole, a majority of the voting members shall constitute a quorum to conduct official business.

No member will be present during that portion of the meeting during which a grant application from his or her own institution is being considered.

Meetings shall be conducted, and records of the proceedings kept, as required by applicable laws and Departmental regulations.

COMPENSATION

Members who are not full-time Federal employees shall be paid at the rate of \$150 per day, plus per diem and travel expenses in accordance with Standard Government Travel Regulations.

ANNUAL COST ESTIMATE

Estimated annual costs for operating the Committee, including compensation and travel expenses for members but excluding staff support, is \$130,711. An estimate of annual man-years of staff support required is 4.0, at an estimated annual cost of \$213,641.

REPORTS

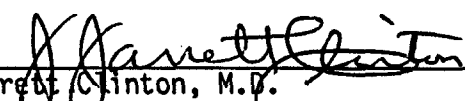
An annual report shall be submitted to the Secretary through the Assistant Secretary for Health no later than January 31 of each year, which shall contain, as a minimum, a list of members and their business addresses, the Committee's functions, dates and places of its meetings, and a summary of the Committee's activities and recommendations made during the fiscal year. A copy of the reports shall be provided to the Department Committee Management Officer.

TERMINATION DATE

Notwithstanding Section 14(a) of the Federal Advisory Committee Act, the Committee shall continue in existence until otherwise provided by law.

APPROVED

15 June 92
Date



J. Jarrett Clinton, M.D.
Acting Administrator
Agency for Health Care Policy and Research